

**NJ HEALTH CARE FACILITIES  
FINANCING AUTHORITY**

**JOB DESCRIPTION**

**ASSISTANT ACCOUNT ADMINISTRATOR  
DIVISION OF OPERATIONS & FINANCE**

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**DEFINITION:**

At the direction of the Director of Operations & Finance, and under the supervision of an Account Administrator or a Senior Account Administrator, the Assistant Account Administrator performs routine accounting tasks associated with the administration of assigned accounts, which have been established for Authority bond issues; monitors the status of assigned accounts, and performs other duties as assigned.

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**EXAMPLES OF WORK:**

- Check and review Trustee Bank statements; summarize and classify information to facilitate preparing accounting reports; identify discrepancies on statements and assist in developing methods for correcting inefficiencies; verify compliance with bond covenants by completing a checklist;
- Perform valuations of the accounts as required under specific bond documents; verify accuracy of information with the trustee bank;
- At the direction of the Account Administrator, purchase securities for assigned accounts based upon a determination of funds available for investment; monitor the date when such moneys will be required to meet various liabilities;
- At the direction of the Account Administrator, establish new accounts with the Division of Investment;
- Review Construction Fund Payment Orders (requisitions); confirm identification of construction project, trustee bank and authorized signatories; review required back-up material; rectify any discrepancies; distribute approved and executed requisition among appropriate parties for proper disbursement of funds. Consult and coordinate with the Authority's Construction Manager when required. Upon receipt of completion certificate from borrowers, close out construction fund in accordance with loan documents;
- Review Security Payment Authorizations and compare data against bank statements; ensure proper filing and maintenance thereof;
- Review and confirm outstanding balances for assigned accounts; generate quarterly report to Account Administrator; close accounts when appropriate;
- Identify and invest cash and money market balances of assigned accounts in trustee-held accounts;
- Review and process Cost of Issuance requisitions; close Cost of Issuance account, and provide appropriate notice to borrowers, as set forth in loan documents;
- Generate and submit all required reports; provide back-up assistance as needed to Account Administrator;
- Coordinate the replacement of lost or stolen securities with the trustee bank;
- Participate with the Account Administrator in audits of the Authority's approved trustee banks;

- In preparing for the Authority's annual audit, perform six-month recap of assigned accounts in accordance with pre-established deadlines; calculate accrued interest on trustee-held assets; perform computer input of roll-forward data.

#### **KNOWLEDGE AND SKILLS**

- Basic knowledge of general accounting principles, business and/or finance;
- Familiarity with securities and/or investment products;
- Ability to expand a basic knowledge of accounting principles, procedures, and techniques to satisfactorily meet the accounting standards maintained within the Division;
- Ability to perform mathematical computations accurately and with reasonable speed;
- Ability to use various accounting software programs, including Microsoft Office Suite, with emphasis on Word and Excel;
- Ability to communicate and personally interact effectively with associates, client borrowers, and trustee banks.

#### **EDUCATION/EXPERIENCE:**

- A college degree is not required; however, the completion of an acceptable number of semester hours in accounting on a college level is desirable.
- At least 2 years of relevant experience may be substituted for accounting hours.

*\*\*\*This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.\*\*\**